



## Career Opportunity

United States Probation Office  
Southern District of Texas

Position: Training Specialist

Location: Houston, Texas

Closing Date: Until Filled

Salary Range: \$47,577 - \$77,365 (CL-27)\*  
\*Salary Commensurate with Qualifications

### *Position Overview*

This position is located in the U.S. Probation Office. The training specialist reviews, researches, develops and recommends training policies for U.S. Probation personnel. The training specialist develops and administers a district-wide training system, and advises the probation office on training matters relevant to specific positions. The training specialist audits the probation office's training programs to insure that they are current and continue to meet the needs of the probation office and its employees. The training specialist coordinates with the Federal Judicial Center and Administrative Office to determine the educational program, services and resources that would best meet local training needs. The training specialist assists employees in career and self-development planning and provides managers with feedback regarding individual employees' training and development efforts and accomplishments. Identifies probation office training needs through surveys, interviews, meetings with probation employees and through analysis of organizational problems. The training specialist identifies, plans and arranges logistical support for training to include meeting space, equipment, visual aids and handouts.

### *Qualifications*

Applicants must have at three years general work experience plus three years of specialized progressively responsible experience in the training arena which provided a knowledge of legal procedures, such as might be found in a law office, or other judicial arena. Knowledge of probation operations procedures and principles is preferred. Demonstrated ability to take theory and apply it to probation operations. Possess excellent interpersonal, verbal and written communication skills. Have ability to develop and deliver training using current adult learning principles and practices. Familiar with effective techniques for group and

individual instruction. Able to assess employees training and provide reports to managers of their employees' progress. Experience in the use of automated operations systems. A bachelor's degree is preferred.

*Benefits*

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses.

*Send Application and Resume to:*

Steve Lowe, Personnel Director  
United States District Court  
Post Office Box 61010  
Houston, Texas 77208-1010

The application can be downloaded at [www.txs.uscourts.gov](http://www.txs.uscourts.gov).

The court may withdraw this announcement without notice. Applicants may be considered for similar positions for 90 days after this position is filled. Candidates will have their backgrounds checked, including law-enforcement data. This position is not in the Civil Service System, and the tenure is "at will." Applicants' skill levels may be tested.

Equal Opportunity Employer